
ELECTION INSPECTOR JOB DESCRIPTION
CITY OF MILWAUKEE ELECTION COMMISSION

POSITION SUMMARY:

Election inspectors play a vital role at voting sites. They work directly with voters and assist in the following areas:

- ✦ Check-in registered voters and issue ballots and voter numbers
- ✦ Register qualified individuals to vote
- ✦ Handle voting equipment to verify ballots have been completed and accepted

The hours of an Election Inspector are from 6:30am to 9:30pm (or until the polling site is closed) unless half-day shifts are available.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ✦ Verify voter's name and address in poll list.
- ✦ Check-in pre-registered voters using poll list.
- ✦ Issue ballots and voter numbers.
- ✦ Reconcile poll lists.
- ✦ Document changes in voter information.
- ✦ Use parameter book and polling location guide to verify address and determine voter polling location.
- ✦ Determine types of registration.
- ✦ Analyze documents.
- ✦ Review applications.
- ✦ Monitor Optech Eagle voting machine.
- ✦ Monitor the AutoMARK (ballot marking machine).
- ✦ Address ballot errors.
- ✦ Maintain tally of rejected/reissued ballots.
- ✦ Collect voter numbers, and ballot privacy folders.
- ✦ Assist voters with marking ballots.
- ✦ Distribute stickers.
- ✦ Assist in the enforcement of all Election Day policies and procedures.
- ✦ Assist in the completion of all Election Day forms.
- ✦ Assist voters that request curbside voting.
- ✦ Assist in the voter and ballot reconciliation.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. **KNOWLEDGE:** Must have completed 8th grade. Must have experience working with diverse groups of people in a public environment. Able to read, write, and speak English fluently
- B. **SKILLS:** Must possess excellent customer service skills. Strong clerical and analytical skills. Detail oriented. Active listener. Must possess good oral communication skills.
- C. **ABILITIES:** Must be able to sit and/or stand for long periods of time. Must be able to lift 30 lbs.

OTHER:

- ✦ Must be qualified to vote in the City of Milwaukee.
- ✦ At least 18 years of age.
- ✦ Must be a resident of the City of Milwaukee and a U.S. citizen.

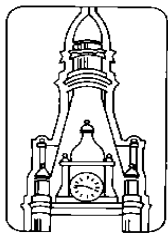
- ⊕ Never have been convicted of a felony and not otherwise disqualified from voting.
- ⊕ Not be a candidate for office in the election.

TRAINING REQUIREMENT:

- ⊕ Election inspectors are required to attend a 3-4 hour training class prior to each election event.

THE SELECTION PROCESS:

- ⊕ Selection will consist of one or more of the following: training and experience evaluation; written, oral or performance test; or other assessment methods. Selection process component weights will be determined by further analysis of the job.
- ⊕ All qualified candidates will be notified of the date, time, and place of the examination. Persons placed on an eligible list will remain on the list for two years **ONLY**. Persons not accepted in an examination or failing an examination may reschedule for the next available date.



OFFICE USE ONLY	DISTRICT:	WARD:
	SSN: Recommended By:	

ELECTION INSPECTOR APPLICATION
CITY OF MILWAUKEE ELECTION COMMISSION

LAST NAME: _____ FIRST NAME: _____ M.I.: _____
DATE OF BIRTH: _____ DAY PHONE: _____ EVENING PHONE: _____
HOME ADDRESS: _____ APT. #: _____ CITY: Milwaukee ZIP: _____
MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

Are you qualified to vote (check one)? ☐ YES ☐ NO

(Qualifications: U.S. citizen, resident of the City of Milwaukee, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.)

Have you ever been convicted of a felony? ☐ YES ☐ NO

Have you ever been an Election Inspector? ☐ YES ☐ NO If yes, where: _____

Do you speak a language other than English? ☐ YES ☐ NO If yes, please list: _____

I would like to (check one): ☐ VOLUNTEER ☐ RECEIVE PAYMENT as an Election Inspector.

(Volunteers can work as Election Inspectors or Greeters. Paid workers are **only** assigned as Election Inspectors. If you select payment and are hired, you must complete a W9 form prior to or on Election Day.)

Name of current employer: _____

Employer's phone number: _____ Length of employment: _____

List the duties of your position: _____

Are you currently, or have you ever, worked for the City of Milwaukee? ☐ YES ☐ NO

If yes, include your Employee ID: _____

Hours available (check one):

6:30 a.m. to 9:30 p.m. ☐ | 6:30 a.m. to 2:00 p.m. ☐ | 1:30 p.m. to 9:30 p.m. ☐

Is there a specific polling site or side of town you prefer to work? _____

How did you hear about becoming an Election Inspector? _____

(Please read the following statement and sign and date on the specified line if in agreement.)

IN SIGNING, I ATTEST THAT THE ABOVE INFORMATION IS ACCURATE AND THAT ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY ME.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Return to: Election Commission
City Hall, Room 501
200 East Wells Street
Milwaukee, WI 53202

For more information contact:
Office: (414) 286-3491
Fax: (414) 286-8445